



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

MAY 2016

Table of Contents

Performance Measures

Police Calls and Service Times

Crime

Condition Index for Streets

Diversion Rate of Solid Waste from Disposal at a Landfill

Water Quality Testing Results

Permits

Value of Private Construction - \$4,418,057.05.

Private Construction Inspection Performed

Budget Status

Central Purchasing

Current Procurements

Completed Procurements

Pending Procurements

Capital Projects

Pump Station Replacement/Rehabilitation

Sewer Rehabilitation and Water Distribution

Water Tank Rehabilitation

New Water Treatment Plant (WTP)

City Dock Bulkhead Replacement, Phase 2

Landfill Gas Mitigation

Stormwater Management Retrofit

City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and

Generator Installation

Maintenance Facilities

Road Resurfacing

Main Street Reconstruction

Cornhill Street Sidewalks

Personnel Update

New Hires

Promotions/Internal Vacancies Filled

Law Office Report

Open Litigation

Adopted Legislation

City Clerk

Alcoholic Beverage Control Board

Public Safety Update

[Fire Department](#)
[Emergency Management](#)
[Police Department](#)
[Building Activity](#)
[Planning Activity](#)
 [Comprehensive Planning](#)
 [Current Planning](#)
 [Community Development](#)
 [Historic Preservation Division](#)
 [Economic Development](#)
[Recreation and Parks](#)
 [Recreation](#)
 [Parks](#)
 [Harbormaster](#)
[Transportation](#)
 [Activity Report](#)

Performance Measures

Police Calls and Service Times

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585	1:57 Minutes	7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884	1:35 Minutes	17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808	2925	1:12 Minutes	19 = 1:25	7 = 0:51	15 = 1:20
May	3145	3197	2961	3089	2:03 Minutes	22 = 1:30	8 = 2:03	15 = 2:36
June	3051	3161	3059					
July	3176	3515	3076					
August	2995	3280	3064					
September	3342	3129	2892					
October	3269	3158	2805					
November	3472	2763	2871					
December	2670	2551	2512					
Totals	36252	36252	33,755	14,156				
Avg Per Day	99.5 cfs	98.5 cfs	92.4 cfs	93.1 cfs				

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg-Res	Burg-Com	Larc	MV	Total
May 16	0	0	0	2	17	13	0	56	3	91
May 15	1	0	4	4	13	22	5	61	9	119
Diff +/-	-100.0%	0.0%	-400.0%	-50.0%	30.8%	-40.9%	-500.0%	-8.2%	-66.7%	-23.5%
			Monthly	Total					Monthly	Total
	Violent Crime Diff +/-		19/22	-13.63%		Property Crime Diff +/-			72/97	-25.77%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2016 paving total – 2.91 miles

Diversion Rate of Solid Waste from Disposal at a Landfill

- May diversion rate – 41.3%
- 12-month (June 2015 – May 2016) diversion rate – 42.2%

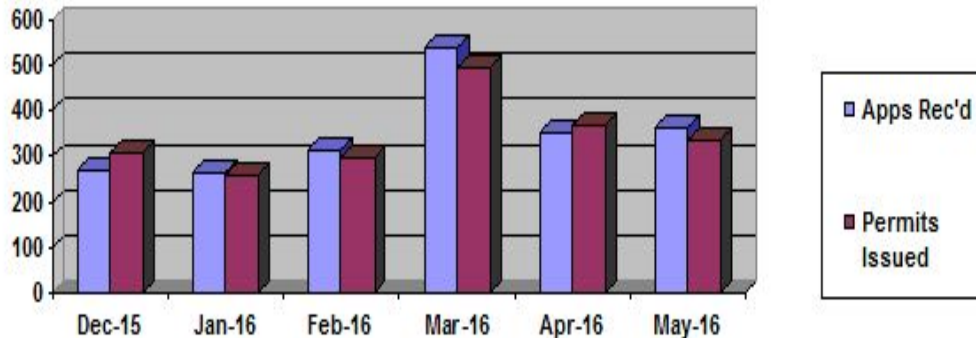
Water Quality Testing Results

- There were no water quality issues with the May 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

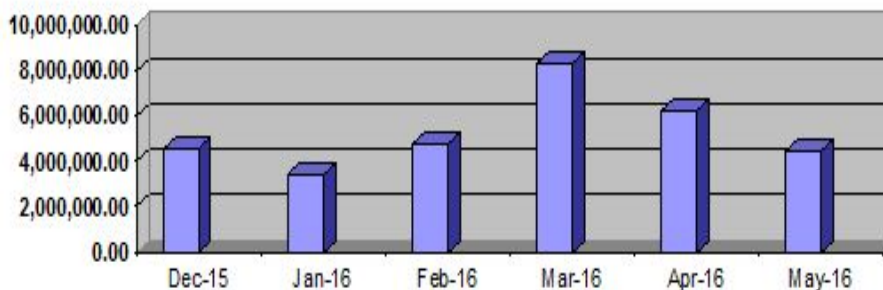
Permits

365 permit applications were received.

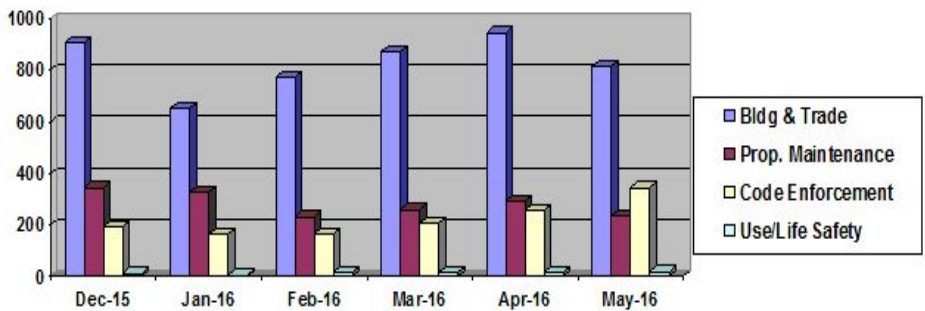
334 permits were issued.



Value of Private Construction - \$4,418,057.05.

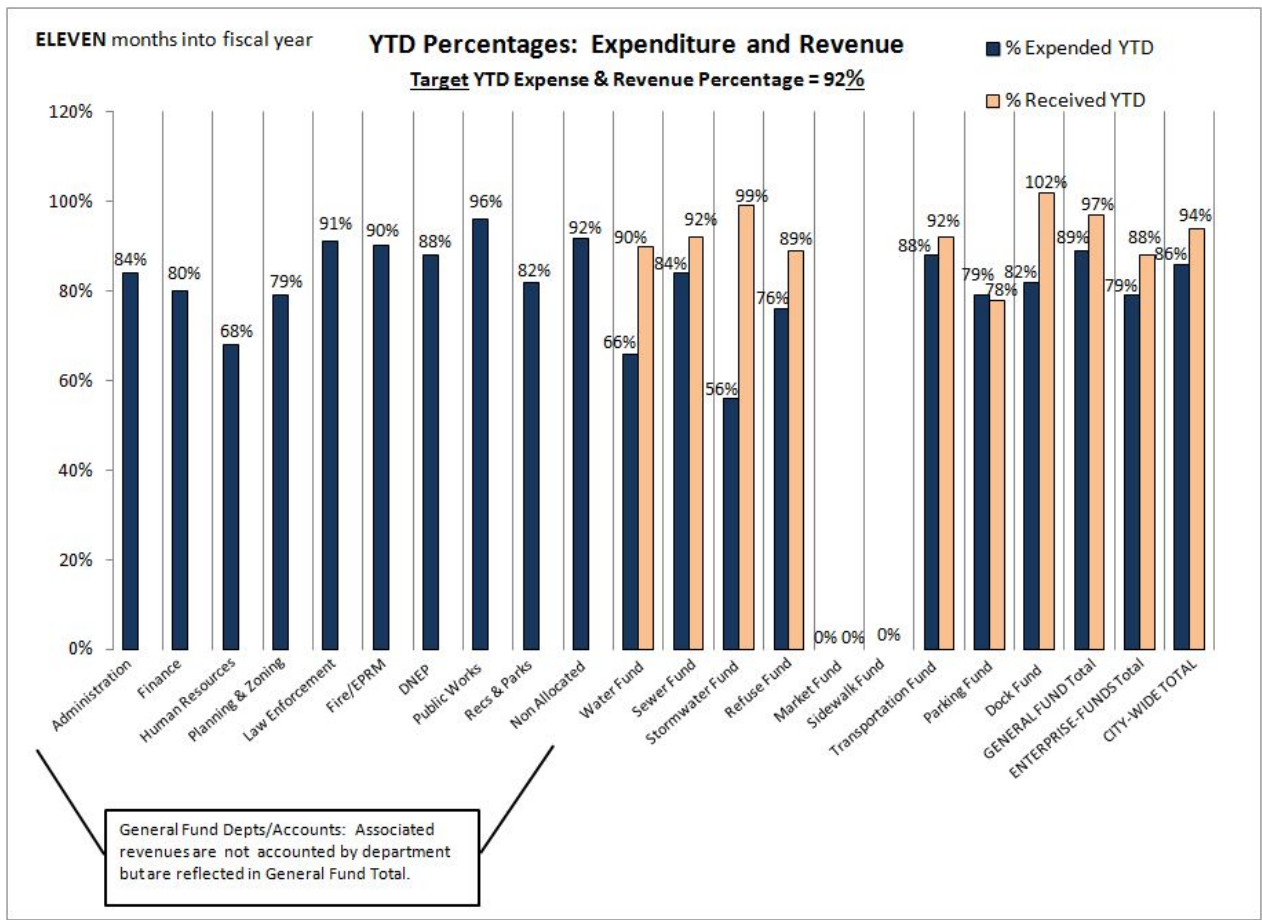


Private Construction Inspection Performed



814 Building and Trade Inspections
346 Code Enforcement Inspections
19 Use/Life Safety Inspections
946 Property Maintenance inspections (includes the following apartments: Robinwood; Bloomsbury Sq; Glenwood - Morris Blum; Eastport Terrace; Harbour House)

Budget Status



Central Purchasing

Current Procurements

RFP 15-18 – Historic Preservation Consultants – On Call Services

- Multiple awards. 4 Contracts in process. 10 Contracts executed.

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Award on hold.

RFP 16-06 – Energy Performance Contracting

- 2 Proposals received. Award notice on hold pending funding approval.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- 2 proposals received. Waiting for MTA concurrence of award .

RFP 16-10 – Legal Services – Police and Fire Retirement Commission

- Awarded to Morgan Lewis. Contract in process.

IFB 16-15 – Unleaded Gasoline and Diesel Fuel

- 10 Bids received. Review in progress.

RFP 16-16 – Design Services – PMRC Ball Field Renovations

- Awarded to First Capital Engineering. Contract in process.

RFP 16-20 – Truxtun Park Pool Management and Operation Services

- 1 proposal received. Review in progress.

IFB 16-22 – Davis Street End Park Reconstruction

- Awarded to Dade Star Group. Contract in process.

IFB 16-23 – Admiral Farragut Water Tank Painting

- 6 Bids received. Review in progress.

IFB16-27 – DELL PC Workstations

- 17 Bids received. Awarded to Saitech, Inc.

RFP 16-28 - EOC Workstation Upgrade

- Bids due 6/16. Pre-bid held 6/1.

IFB 17-01 – Water Treatment Chemicals

- Bids due 6/22

IFB 17-02 – Roadway Supplies

- Bids due 6/23.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design scheduled for 6 months (October).

RFP 15-11 – Integrated Parking Operations and Management Services

- Awarded to SP + Municipal Services.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Lease approved. Project scheduled for Spring 2017 completion.

RFP 15-22 – APD Firing Range Ventilation System

- Awarded to Careys Heating and Air Conditioning. Project scheduled for October 2016 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study scheduled for December 2016 completion.

IFB 15-27 – Second Street Pump Station Repairs

- Awarded to JJID. Project scheduled for June 2016 completion.

RFP 16-03 – City Hall HVAC Replacement – Design/Build Services

- Awarded to BPI Mechanical, Inc. Project scheduled for June 2016 completion.

IFB 16-05 – Wayfinding Sign Fabrication

- Awarded to Gelberg Signs. Project scheduled for June 2016 completion.

RFP 16-11 – Construction Services – Stanton Center Door Replacement

- Awarded to JAK Construction Co., Inc. Project scheduled for June 2016 completion.

IFB 16-17 – Modifications to Five Water Tanks

- Awarded to Nostos SS Contractors. Project scheduled for August 2016 completion.

RFP 16-21 – Working Waterfront Awareness Program

- Awarded to Vitalink. Project to be completed by February 2017.

RFP 16-25 – Spa Creek Restoration – Plans Review

- Awarded to Bayland Consultants and Designers. Review to be completed in June 2016.

Pending Procurements

IFB 16-24 – Admiral Farragut Stream Restoration

- Draft in progress. Anticipated release TBD.

IFB 16-26 - Overhead Door Maintenance

- Draft in progress. Anticipated release in June.

RFP 17-03 – Construction Services – Stanton Center Floor Replacement

- Draft in progress. Anticipated release in June.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. PS Wetwell Rehab. – The wetwell repairs and coating are complete and the grating has been installed. The new grinder has also been installed. The bypass pumping system has been removed and the pump station is online. The new stairway will be installed in early June.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation – The pipe televising work ahead of the upcoming CIPP Rehabilitation work is ongoing. Several new segments have been identified that require locating the intermediate manholes prior to televising. This work continues. USNA Flowmeter – Review of data for the proposed alternate approach to USNA sewage flow measurement is continuing. Buried Asset Evaluation – The final draft of the Comprehensive Assessment Plan is under review, the 10-year plan and software review comments were returned, the as-built lookup is under development, and stakeholder meetings have been scheduled. Additional condition assessment work has been initiated. Water Meter Purchases – Radio read meters continue to be purchased and installed.

Water Tank Rehabilitation

The general water tank upgrade project has been initiated, with work on Bembe tank complete and work on Janwal tanks expected to be complete in June. The bid opening for Farragut tank coatings and other work will occur in early June.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities this month included the floc/sed basin and filter pipe gallery equipment installation preparation; chemical building/aerators and generator platform pads and walls; drainage and finished water piping; masonry work; and electrical ductbank and conduits.

City Dock Bulkhead Replacement, Phase 2

Ongoing issue with nuisance breaker tripping has been addressed through adjustment of settings on the electric panel. All of the trades' permits have been finalized with the exception of electric which has been scheduled. The Final Inspection for the overall Maritime permit is scheduled for June 22.

Landfill Gas Mitigation

DPW has resumed negotiations with MDE on the Draft Agreement so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

A conceptual design report has been drafted for storm drain system improvements at the eastern end of Prince George Street. The report is being reviewed and will be used to select a solution for detailed design. Stormwater issues at other locations have been identified and inspected in the field, and are being evaluated for potential solutions.

City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

The new rooftop HVAC units are scheduled to be placed on roof in early June. The generator concrete pad scheduled for placement in early June. The new generator is scheduled to be set in mid-June.

Maintenance Facilities

The renovation of the temporary trailers located at 932 Spa Rd is scheduled to begin during the week ending June 11. The design team is still working on 30% building drawings; the 30% submittal is due on June 23.

Road Resurfacing

The 2016 Resurfacing Program started this month. Work on Carver Street, Constitution Square, a segment of Archwood Avenue, Brooke Avenue, Belle Drive, and Forest Drive will continue or start in June.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections. The estimated cost to install connections for these 51 locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

The pre-application meeting was held with HPC regarding the Cornhill project. Next steps on this project will be dependent on decisions made in the proposed FY2017 CIP.

Personnel Update

New Hires

Recreation and Parks - Temps (6)

Dock - Temps (3)

Transportation - Bus Driver PT (1)

Police - Police Officer (1)

Promotions/Internal Vacancies Filled

PW - Equipment Operator III

Finance - Accounting Associate III

Law Office Report

Open Litigation

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	City defending appeal by SPAW, LLC to Court of Appeals
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs and arguments pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Trial date 6/9/16
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision. Petitioners appealed to Court of Special Appeals; oral arguments pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial postponed; new trial date pending
Cully v. COA A.A. District Court Case No. CV-15-009102 (L80-15)	PW	Trial date 6/2/16
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Carroll v. Pristoop, et al. A.A. District Court Case No. CV-15-009826	APD	Trial date 6/14/16
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending

White and Bouie v. COA U.S. District Court of Maryland Case No. 1:14-CV-00424	APD	4 th Circuit Court of Appeals affirmed decision of U.S. District Court granting summary judgment in favor of the COA; CLOSED.
Spearman Appeal	APD	4 th Circuit Court of Appeals affirmed decision of U.S. District Court granting summary judgment in favor of City. CLOSED.
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16, decision pending
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Ross v. COA, et al. A.A. Circuit Court Case No. C-02-CV-15-000827	PW	Appeal to the Court of Special Appeals of a decision granting the City's Motion to Dismiss; appeal dismissed by Court. CLOSED.
Crosier/State Farm v. COA A.A. District Court Case No. D-07-CV-15-012687	PW	Trial date 4/28/16; City settled for \$1,011 in property damage. CLOSED.
Hollander – PJR A.A. Circuit Court Case No. C-02-CV-15-004109	P&Z	Complaint filed; Memorandum of Law and oral arguments pending
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537	APD	Complaint and Answer filed; discovery ongoing
Erie Insurance/Mutschley v. COA A.A. District Court Case No. D-07-CV-15-003349	DOT	Complaint filed; trial pending in August
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN	APD	Complaint and Answer filed; discovery ongoing
Bernstein – PJR A.A. Circuit Court Case No. C-02-CV-2016-000729	DNEP	Appeal of Port Wardens' decision; Petition and response filed.
MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16; decision pending
Administrative Hearings:		
Spriggs v. COA	PW	Hearing pending
Walters v. COA	R&P	Hearing pending 6/20/16
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt

		of same; DA will follow up with CA regarding same.
City v. Thomas		Appeal noted on Occupational Disease (OD accepted/Temporary Total Denied). Discovery ongoing; awaiting scheduling order from the court; very early stages of litigation
Disability Retirement Review Board Appeals:		
Thomas v. City	AFD	Hearing occurred 11/24/15, 1/12/16 and 3/9/16; the Board affirmed the HR Director's denial of disability retirement application
Union Grievances:		
(none currently)		

Adopted Legislation

Legislation adopted on 5/9/16

O-16-16 Title 12 Updates and Amendments - For the purpose of updating and amending Chapters 12.04, 12.20, 12.24, 12.28 and 12.32 of the Annapolis City Code to permit an authorized agent of the City to exercise limited authority related to parking enforcement, residential parking permits, towing and other parking matters; to permit the use of modern technology related to parking meters, parking permits and other parking matters; and matters generally relating to Chapters 12.04, 12.20, 12.24, 12.28 and 12.32.

R-15-16 Annapolis Business Academy - For the purpose of approving a project to establish the Annapolis Business Academy that will focus on building better business and creating more sustained economic vitality.

R-14-16 Major City Dock Special Event Parking Rules - For the purpose of establishing parking rules to be effective during Major City Dock Special Events.

CA-1-16 Departmental Reorganization - For the purpose of amending the Annapolis Charter concerning: dissolving the Department of Human Resources and the Department of Neighborhood and Environmental Programs; and reassigning certain duties and granting certain authority to the Department of Finance, the Department of Planning and Zoning, the Department of Public Works and the City Manager.

Legislation adopted on 5/23/16

O-18-16 Amendment No. 1 to Eisenhower Golf Course Lease Agreement - For the purpose of approving an Amendment No. 1 to the Lease for certain City-owned property to Anne Arundel County; and matters generally relating to said lease.

O-20-16 Title 17 Updates and Amendments - For the purpose of updating and amending Chapters 17.04 and 17.08 of the Annapolis City Code to prohibit the use and sale of coal tar pavement products; and matters generally relating to prohibiting the use and sale of coal tar pavement products.

O-10-16 Water Service Billing Adjustments - For the purpose of clarifying the procedures for requesting an adjustment to water or sewer service billing, and matters generally relating to water or sewer service billing adjustments.

O-12-16 City of Annapolis Departmental Reorganization - For the purpose of dissolving the Human Resources Department and the Department of Neighborhood and Environmental Services; creating the Office of Environmental Policy; reassigning certain duties and granting certain authority to the Department of Finance, Department of Planning and Zoning, the Department of Public Works and the City Manager, and all matters generally relating to such departmental reorganization.

City Clerk

Alcoholic Beverage Control Board

Public Hearing

- **Sailor - New**

Application for a new alcoholic beverage license Class B-4, Beer, Wine and Liquor, six a.m. to twelve midnight seven days per week (special Sunday license) by Scott Herbst and Gabrielle Herbst for the premises known as, Sailor Oyster Bar LLC, T/A Sailor, 196 West Street, Annapolis, MD 21401

- **Iron Rooster - Expansion**

Application for an expansion of an existing Class B-4 x. Beer, Wine and Liquor, six a.m. to twelve midnight seven days per week (special Sunday license) in addition, sales as authorized from midnight to two a.m., in addition sidewalk café by Carl Werner, Kyle Algaze and Peter Damon for the premises known as Iron Rooster – Annapolis LLC t/a Iron Rooster, 12-14 Market Space, Annapolis, Maryland 21401

Business and Miscellaneous

- **Annapolis Wine & Spirits - Substitution of officer**

Marie Grace Morisi to replace Colin B. Stodd

- **Back Creek Benefits – Special Event, Saturday June 18, 2016**

Request for Special Class C, One Day Liquor License with consumption on City Property and live music by Back Creek Benefits for the Eastport a Rockin' event on Saturday June 18, 2016 from 11 a.m. to 8:00 p.m.

- **Eastport Democratic Club– Seasonal Extension of Licensed Premises**

Request for a Temporary Seasonal Extension of Licensed Premises to include outside courtyard area during regular operating hours for the months of May through November, 2016.

- **West Annapolis Business Affiliation** – Special Event, Saturday May 14, 2016

Request for Special Class C, One Day Liquor License with consumption on City Property and live music by West Annapolis Business Affiliation for a food truck & music festival on Saturday May 14, 2016 from 12 p.m. to 8:00 p.m.

- **Arts Council of Anne Arundel County** – Special Event, June 4 & 5, 2016

Request for Special Class C, One Day Liquor License, Beer Only, with live music by the Arts Council of Anne Arundel County for the Arts, Crafts & Wine festival on Saturday June 4, 2016 and Sunday June 5, 2016 from 10 a.m. to 6:00 p.m.

- **Governor Calvert House** – Seasonal Extension of Licensed Premises

Request for a Temporary Seasonal Extension of Licensed Premises to include the side courtyard area during regular operating hours for the months of May through November, 2016.

- **Briefing From The Annapolis Police Department**
- **Incomplete Renewal** – Portside Mart
- **Incomplete Renewal** – Cha Cha Chicken

· **Special Class C, One Day Liquor Licenses Issued in May = 20**

CITY CLERK:

17 – Fully Executed Contracts/Agreements
11 - Special Event Application Reviewed
4 - Registration Certificates for EXEMPT Peddlers Application
3- Solicitors Applications
3- Draft City Council Meeting Minutes
2- Draft Board of Supervisors of Elections Meeting Minutes
2- Agenda Posting – Board of Supervisors of Elections
1- Agenda Posting – City Council Work Session

BOARD OF SUPERVISORS OF ELECTION:

The Board of Supervisors of Elections proposed amendments to O-21-16 Title 4- Elections.

Election Project/ Status Pending Items:

1. Updating of in Office Election Working Deadline Calendar – Waiting Amendment from Board/ City Council
2. Election Pamphlet – In the works
3. Creation of Position Checklist – Underway

CITY COUNCIL ASSOCIATE:

Standing Committee Meetings –

Public Safety Committee- May 16th at 5:00 p.m.

Economic Matters Committee- May 16th at 6:30 p.m.

Finance Committee- May 17th at 3:00 p.m.

Environmental Matters Committee- May 19th at 1:30 p.m.

Processing information regarding the MML Conference for Alder persons – Completed

Public Safety Update

Fire Department

Monthly News/New Projects

- The Department responded to 855 calls for service this month and a total of 4190 calls for 2016 with the following breakdown:
 - EMS - 627 or 75%
 - Fire – 148 or 16%
 - Service – 59 or 7%
 - Rescue – 15 or 1%
 - Hazmat – 6 or 1%

Notable Incidents – May Highlights:

- 5/1-15/16 – Department-wide Active Shooter Training
- 5/3/16 - Pedestrian Struck - 624 Trip Creek Court - Serious Trauma
- 5/4/16 - Assist AACo, Suspicious Package - Crofton Woods Elementary
- 5/9/16 - Water Rescue - South River
- 5/9/16 - Suspicious Package - West Street - Explosive Services Response
- 5/9/16 - Working Structure Fire - 433 Merryman Road
- 5/18/16 - Multi-Agency Active Shooter Exercise - St Johns College
- 5/24/16 - Stabbing - Hicks Avenue
- 5/23-27/16 - Naval Academy Graduation Week - Support Operations
- 5/25/16 - Double Shooting - Admiral Drive
- 5/26/16 - Suspicious Package - Main Street - Explosive Services Response
- 5/26/16 - Pedestrian Struck - Forest Drive - Serious Trauma
- 5/29/16 - Shooting - Clay Street

Other Events/Activities:

- The Department responded to 2 City heroin overdoses with no known fatality.
- The EMS Division conducted 2 citizen CPR courses.
- Completed 76 new fire safety building inspections and 8 re-inspections (includes inspections conducted by station personnel).
- The Fire Marshal Staff conducted 55 Fire Permit/Plan Reviews and 7 Building Permit Reviews.
- Our personnel installed 7 smoke detectors and 4 CO alarms and conducted 28 public education events.
- Training hours completed – 2445
- ISO rating – Class 2
- The Department completed Hurricane Season Preparations – Tools & Equipment.
- The Fire & Explosive Services Unit responded to 9 Explosive Services Requests, 14 K-9 requests, 10 assist police calls, investigated 0 fires and completed 0 fire safety inspections.
- Richard Kirchner (KIRIK International) a City resident and national expert in terrorism presented a 4 hours class to our personnel in terrorism awareness and active shooter training. The class was well received by our personnel.
- The Department participated in the OEM Active Shooter drill at St. John's College.
- The Department participated in the National EMS Memorial Bike Ride Ceremony held at the Fallen Firefighter Memorial in Annapolis.
- The FMO staff conducted Safe and Fire Education program (S.A.F.E) at Tyler Heights Elementary School.
- Personnel attended the Baltimore Region Mobile Command and Communications Vehicle committee to discuss statewide interoperability of mobile command units.
- Two of our personnel assisted Baltimore City FD in their Incident Command Post for the Preakness Race. This was a training opportunity for our personnel.
- The FMO met with the owners of 60 West Street who have expressed a desire to voluntarily install a fire sprinkler system.
- The Department was busy with the Blue Angel Demonstration and USNA Graduation.
- The FMO is working to get the Harbor Grill (now AYC) fire code issues resolved.
- The Training Division started our three days Leadership Training for Firefighter 1st Class position. They reported on the Training to the Public Safety Committee.
- The replacement of the front concrete apron at the Eastport Fire Station is complete. This will improve safety by reducing tripping hazards there.
- The Grow Annapolis partnership continues to be successful, the Eastport Fire Station crew has planned two boxes and things appear to be going very well.
- Chief Stokes and Deputy Chiefs Simmons and Remaley attended the Eastport Fire Station annual installation of their Officer's banquet.
- The Department started the annual Forcible Entry training.
- The Department completed annual NFPA aerial and Ground ladder testing. The testing is conducted by an outside vendor at a cost of approximately \$4k.
- This month's Fire Prevention Message – "Fireworks Safety".
- Deputy Chief Remaley attended the monthly Anne Arundel County Criminal Justice Coordinating Council meeting.
- The Press Conference on the City/County partnership of placing a City EMS unit at the Annapolis Neck Station was held at Station 8 on May 19, 2016.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.

Financial Activity Report:

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00)
- For the month of May the Department used 970.25 hours of overtime at a cost of \$53,990.37 this represents a usage of 12.56% of our total annual budget available for overtime. Our YTD overtime expenditures are \$337,823.36 or 78.56% of our annual OT budget.
- The increase overtime this month was due to Firefighter 1st Class training and USNA graduation activities.
- We currently have one (1) person on modified duty and five (5) firefighter vacancies.
- On 1/13/16 the Department submitted our request (\$500K) to the Federal Assistance to Firefighters Grant for fire department radios.
- The Department has submitted a \$1.8 million FEMA SAFER grant request to replace the staffing on ladder Truck 36.

Major Planned Actions:

- Continue with Smoke Detector outreach program.
- Conduct AFD Safety Surveys.
- Develop Safety Program for Public Housing Residents – part of the Mayor's Initiative.
- Confined Space Training with the USNA.
- Hire two new lateral entry firefighters in June.
- Take delivery of new Paramedic unit (PM-35) for the Forest Drive Fire Station.

Emergency Management

Incidents and Events:

- May 5th, 2016 – Coastal Flood Advisory
OEM sent one Emergency Management Alert to inform key officials, employees and surrounding partners about a Coastal Flood Advisory expected to affect the morning commute.
- May 23rd, 2016 – United States Naval Academy Commissioning Week
OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about the events that were planned by the Naval Academy which were expected to have an impact on traffic and other specific actions taking place. The three main events during the week included the Blue Angels Arrival and Rehearsal, the Blue Angels Air Show and the USNA Commissioning Ceremony. Emergency Management personnel staffed the Mobile Command and the Stadium Operations Center during these events. Push notifications and social media were utilized to spread awareness regarding bridge closures and times that were expected to experience heavy traffic.
- May 26th, 2016 – Motor Vehicle Accident on Forest Drive
OEM sent out two Emergency Management Alerts to inform key officials, employees, and surrounding partners about a motor vehicle accident that closed down Forest Dr. between Gemini Dr. and Youngs Farm Road. Emergency Management coordinated with Annapolis Police, Public Works and the State Highway Administration to keep the public informed of the road closure. Push notifications and social media were also utilized to spread awareness of the situation.
- May 29th-30th, 2016 – Tropical Depression Bonnie
OEM sent two Emergency Management Alerts to provide information about Tropical Depression Bonnie, which formed in the Atlantic off the South Carolina coast. The City received rain from this

weather event, however the rainfall stopped in advance of the Memorial Day Parade, which proceeded as scheduled.

Planning:

- On May 3rd, OEM staff participated in the MEMA Director's monthly conference call with local Emergency Management Directors.
- On May 4th, OEM staff attended a meeting of regional incident management system users at the Maryland Emergency Management Agency to discuss enhanced integration with the State.
- On May 9th, OEM hosted the Federal Emergency Management Public Assistance Team to conduct a Kick-Off Meeting for all City Departments with costs related to Winter Storm Jonas. Supporting documents for the FEMA reimbursement were reviewed with the Public Assistance Team. OEM has since coordinated the submission of all City costs eligible for reimbursement and are awaiting further notification from FEMA.
- On May 10th and May 17th, OEM participated in conversations with City leadership and Department Directors in order to enhance communication and procedures in advance of potential flooding events.
- On May 11th, OEM met with the St. John's College Exercise Planning Team for the final time to prepare last minute details for the active shooter exercise that took place on May 18th.
- On May 13th, OEM staff met with Mike Dunaway to receive an update on the joint efforts of the University of Louisiana - Lafayette, MEMA, Annapolis, and others to test and implement a Virtual Business Emergency Operations Center.
- OEM staff attended the Baltimore UASI General Session, held on May 17th in Howard County. At this meeting, regional plans were briefed to executive level emergency managers in the region, along with budget discussions for FY14 and FY16.
- On May 20th, OEM staff joined several other core members of the Cultural Resource Hazard Mitigation Planning (CRHMP) team to review and discuss a draft scope of work for potential contractors for plan writing and analysis. On May 26th, OEM attended another CRHMP meeting at City Hall to receive a presentation on potential uses of ESRI mapping applications.
- On May 24th, OEM staff took part in a conference call with Baltimore UASI Emergency Management Committee representatives. This meeting was used to check the status of evacuation planning, and any special operations going on for each jurisdiction.
- On May 24th, OEM Staff participated in a meeting of all entities that operate dams in Annapolis and Anne Arundel County to discuss coordination and future planning efforts.
- On May 25th, OEM staff had a conference call with representatives from the Baltimore UASI region to discuss the regional Recovery Plan. State representatives from the MEMA's Recovery Support Functions attended to address the Committee about Infrastructure and Agricultural, Historical/Cultural, and Natural Resources Recovery Support Functions.
- On May 26th, OEM staff met with Shawn Wampler of GIS/MIT to discuss the new GIS website for City employees to use. Recommendations were given to GIS and the website plans to be implemented in the next couple months.
- On May 26th, OEM staff met to discuss the CodeRED Policy. This policy will be updated and shared with Anne Arundel County.
- OEM participated in the City Manager's meeting at City Hall on May 27th.
- OEM Staff continued the Emergency Operations Plan update process and expects to convene final revision meetings in the next 60 days.

Training/Exercise:

- On May 18th, an Active Shooter Exercise took place at St. John's College, specifically the Greenfield Library. Together, partners from the Annapolis Fire Department, Annapolis Police Department, Maryland Capital Police, Maryland State Police and St. John's College worked together and conducted a simulated scenario in which first responded agencies worked collectively to mitigate the impact of an Active Shooter. The Office of Emergency Management took a lead role in planning and executing the exercise.
- On May 10th, 11th, 17th, and 18th, OEM Staff assisted the Annapolis Fire Training Department with First Class Fire Fighter Professional Development. The Program incorporated leadership development, tactical training, public speaking, the management of personnel issues, in addition to other areas intended for those interested in improving their skill sets and becoming leaders in the Fire Department.
- On May 16, 2016, OEM staff presented the staff of Visit Annapolis and Anne Arundel County (VAAAC) with its completed Emergency Action Plan that was created by a partnership of OEM and VAAAC. The staff presented the Plan in a discussion-based training in which leadership, sales and marketing, and IT/communications each held separate breakout conversations. OEM facilitated the exercise and is planning a tabletop this summer as a follow up. OEM held an internal training session on May 12 to prepare the Annapolis team.
- OEM staff held the first of several trainings with Annapolis Call Center members in the Emergency Operations Center on May 23rd. The full course of trainings will include vital information for operational success, WebEOC, customer service, and practice drills. The Annapolis Call Center serves as a non-emergency hotline for the public to receive information when severe weather or a major event could impact Annapolis.
- On May 12th, OEM staff attended Threat Detection for First Responders Training given by KIRIK International. This training was beneficial to learn the importance of surveillance in and around a City such as Annapolis, with potential attractive targets for terrorism.
- OEM Staff attended the 2016 Intermedix Summit for WebEOC from May 4th through May 6th in Denver, Colorado. Staff took two training courses on WebEOC Board Building and learned about best practices regarding incident management from speakers around the world. Speakers included staff from San Bernardino, California and Norway, and how their jurisdictions responded to the acts of terrorism while using different technologies.
- On May 5th, OEM Staff attended training L-371 – Public Assistance Eligibility held at MEMA Headquarters in Reisterstown, MD.
- OEM staff attended the FEMA Region III National Flood Insurance Program/State Hazard Mitigation Officer Workshop at the Charles Carroll House in Annapolis on May 10th.
- OEM staff met with the owner of FastSigns, David Rand, on May 13th to discuss the final designs for the OEM sign project.

Outreach:

- On May 4th, OEM staff attended and delivered a presentation regarding Annapolis' Coastal Flood Mitigation Projects at the annual National Weather Service Coastal Flood Users Group meeting in Washington D.C.
- OEM staff continues to update the community information presentation on the recent outbreak of the Zika Virus based on new information and guidelines. OEM is also working with local businesses and organizations to support their planning efforts and answer questions on how to prepare for Zika.

- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,570 as of April 4th, 2016.
- OEM has increased its Twitter followers to 1,063.
- OEM has increased its Facebook 'likes' to 1,689.

Grants Management:

- OEM continues to encumber funds in the FY 2014 & FY 2015 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs, as well as the FY 2015 Emergency Management Performance Grant (EMPG)

May 2016	
SHSG FY 2014 Outreach Materials	\$4,697.00
	\$392.50
TOTAL SHSG FY 2014	\$5,089.50
UASI FY 2014 HAZMAT	\$821.07
TOTAL UASI FY 2014	\$821.07
UASI FY 2015 Bomb Squad	\$9,877.96
UASI FY 2015 MCCV	\$15,188.00
UASI FY 2015 LETPA	\$1,349.95
UASI FY 2015 WebEOC	\$10,780.00
TOTAL UASI FY 2015	\$37,195.91
SHSG FY 2015 Outreach Materials	\$1,000.00
TOTAL SHSG FY 2015	\$1,000.00
TOTAL May Grant Expenditures	\$44,106.48

Police Department

Personnel

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total	
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Current	106	27	6	3	12	5	159	
Vacant	3	4	1	1	0	0	9	
Total Allocated	109	28	7	4	12	5	165	
Vacancies	Status	Position			Rank	Allocated	Actual	Vacant
3	Sworn	Officers			Captain	3	3	0
1	Full Civilian	Records Specialist			Lieutenant	6	6	0
2	Full Civilian	Communications Opr			Sergeant	12	11	-1
1	Cont Part	CCTV Monitor			Corporal	14	13	-1
1	Contractual	Major Crimes Invest			Off 1st Class	51	51	0
1	Full Civilian	Crime Analysis			Officer	26	25	-1
				Chief/Maj +2		114	111	-3

**** The above staffing umbers and vacancies are reflective of the FY16 Budget and position availability.

** Positions eliminated in FY15 budget process: 1- CALEA Manager (contractual), 1- Administrative Enforcement Position (Civil Service), 1- Police record Specialist (Civil Service), 1- Office Associate III (Civil Service)

** Positions Frozen/not funded: 5- Police Officer Positions, 1- Lieutenant Position

May 2016	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Sworn Personnel	26	2	8	67	4	1	1	2	111
	23.42%	1.80%	7.21%	60.36%	3.60%	0.90%	0.90%	1.80%	100.00%
Part-Time Personnel	6	4	2	2	0	0	0	0	14
	42.86%	28.57 %	14.29%	14.29 %	0.00%	0.00%	0.00%	0.00%	100.00 %
Full-Time Personnel	1	6	13	10	1	1	0	0	32
	3.13%	18.75 %	40.63%	31.25 %	3.13%	3.13%	0.00%	0.00%	100.00 %

Community Service Monthly

C-Safe	Total		Victim Services	Total
Parole & Probation home visits			Burglary reports	10
DJS home visits			Victim's contacted	10

DJS school visits			Residential Survey	
HEAT meetings	1		Commercial Survey	1
Officer School Visits	11		Neighborhood Safety Training	
Hispanic Liason	Total		Community requests	
Translator Contacts	34		McGruff Appearances	0
Victim Contacts	18		Watch Your Car	Total
Total Contacts	67		Auto Theft reports	
Court Hours	10		Theft from Auto reports	
School Visits	1		Vehicles Registered	
Officer Activity	Total		Scooters Registered	
Calls for Service	4		TFA Initiative Letters Sent	
Reports	4		J.O.I.N.S.	Total
Foot Patrol Hours	4		Juveniles currently in JOINS	5
Business Checks	10		Unsupervised juveniles	0
Bank Checks			90 day supervision juveniles	5
Traffic Stops			Home visits	4
Traffic Citations			School visits	10
Traffic Warning			J.O.I.N.S. Hearings	0
FIR			Closed J.O.I.N.S. cases	2
Warrant Attempts				
Emergency Evaluation				
CDS Arrests				
Warrant Arrests			Explorers	Total
On View Arrests			Current Explorers	15
Traffic Arrests			Interested Explorers	0
Summons			Explorer Post Training days	5
Juvenile Citations	1		Community Events Attended	0
Total Arrests	1		Explorer Officer School Visits	0

Details:

Ofc. Thiel was detailed to Squad C from May 1st – May 18th.

Ofc. Thiel used FMLA for the birth of his child May 18th – May 31st.

Community Complaints:

- Unregistered vehicles on Hudson St – Traffic towed several
- Info from DNEP about 111 Clay St, possibly being used as a stash house, passed on to DEU and NET
- Complaints about Kingsport dock trespassing
- Cars speeding, not stopping for school bus at West and Madison Place, forwarded to Traffic
- Trespassers at Timothy House, got info from Patrol to pass to citizen, passed on info to NET as well
- Inquiry from family member about homeless man in the area, referred to AACO homeless coordinator, Justin Bieler.
- Ongoing community concerns about resident on Edelmar, spoke to police and courts in NY in an effort to determine his status
- Illegally parked cars on Americana Dr. – Passed on to Parking Enforcement and Traffic.

Joins:

Officer Smikle reviewed (12) reports for juveniles arrested in May. Of these cases, (6) met the JOINS Criteria. There are currently (5) youth in the program. (5) juveniles are on 3 month Supervised Probation. (0) juveniles are on unsupervised probation. No juveniles completed the JOINS program in May. A total of (4) home visits were made and (10) school visits were made.

Hispanic Liaison:

Hispanic Liaison	Total	CSS	Total
Hours at Sub-Station	0	Meetings Attended	7
Number of Contacts	67	Trainings Conducted	0
Translator Functions	34	Training Attended	2
Victim Contacts	18		
Court Assistance	10		
CAC = Child Advocacy Center	7		

Meetings

Date:

May 4

Name of meeting:

MS13 Meeting with AUSA

Held where:

AUSA Office Baltimore

May 5	ADHD Intervention Strategies	BCPS Offices
May 10	Guillermo Meeting	APD
May 11	Hispanic Outreach	St. Margarets
May 13	Kelvin Meeting With School Atty	Bates
May 18	Center Street New Mgr	201 Center
May 24	Junior Flores Pretrial	State's Atty Office

Training Attended

<u>Date:</u>	<u>Name of training:</u>	<u>Held where:</u>
May 5	ADHD Intervention Strategies	BCPS Board of Ed
May 17	Ready Set Learn ADHD Meeting	BCPS New Town High School

School visits

<u>Date:</u>	<u>Name of school visited</u>
May 9	AHS
May 10	Bates
May 10	Mills Parole
May 18	AHS
May 18	Tyler Heights

ALERT Grant:

Number of Burglaries – (10)
 10 Burglary awareness fliers mailed to victims

Watch Your Car Program
 Number of Auto Thefts – (3)
 Letters mailed for Watch Your Car program – (0)
 Vehicles Registered – (0)
 Scooters Registered – (0)

Number of Thefts from Auto – (8)
 Letters mailed for TFA Initiative – (6)

Vehicle Checks – Date:	5/10/16	Graul's Parking lot	vehicles checked – (15)
	5/16/16	Murray Hill	vehicles checked – (15)

Explorers POST 199:

The Annapolis Police Explorers had (5) meetings in April. The Explorers used the month of May to practice CNT techniques in preparation for the conference in July. There are (12) Explorers in program and (0) interested in applying.

Community Service Section attended the following meetings:

- HEAT Team meeting
- HEAT Team Meeting
- Newtowne Dr communities meeting
- Greater Parole Association Meeting
- Know Your Limits Cinco de Mayo meeting
- School Security Meeting
- High water on Compromise St meeting
- Body Worn Cameras staff meeting
- St. John's College Active Shooter Drill meeting
- Covered for City PIO three days and sent out three city press releases
- Meeting with Capital reporter about fraud story
- Newtowne 20 church outreach meeting
- Ready Set Learn ADHD meeting
- Hispanic Outreach meeting

Community Service Section participated in the following events:

- Most Wanted Taping
- Destination Day – Annapolis Elementary
- Home Schooled children visit to APD
- Boy Scouts Troop 771 Mock Trial and Merit Badge assistance
- Patrick Lee Park dedication

Community Service Section participated in the following training:

- Explorers (5) training days
- ALERT training – Off. Smikle & Ofc. Thiel
- Webinar on National Night Out Planning
- Webinar on Next door polls
- Social Media in Disaster Response
- ADHD Intervention Strategies

5/16/16 Recovered Gun and Narcotics Forest / Old Solomons Island

O'Herlihy w/ assistance from patrol officers conducted Traffic stop in area of Forest Drive and Old Solomon's Island Rd for registration issues. The driver was found to be wanted on open juvenile citation. Female passenger attempted to grab a book bag and run from vehicle but was detained by officers. Backpack was found to contain approximately 23.6 grams of marijuana. Packaging paraphernalia and scale were located to indicate the marijuana was possessed with intent to distribute. Additionally, a loaded Smith and Wesson 38 revolver was located under the driver's seat of the vehicle.

5/24/16 Aggravated Assault 200 Admiral Drive

Two victims were shot while on Croll Avenue and each ran to the 200 block of Admiral Drive. One victim was taken to Shock Trauma and the other to AAMC. Neither victim has life threatening injuries.

5/29/16 Aggravated Assault 61 Clay Street

Victim was shot in the leg and transported to Shock Trauma. The injury is not life threatening.

5/29/16

Aggravated Assault

1900 Copeland Street

Victim was sitting in a car when he was approached by three subjects who began shooting. The victim was not struck.

Building Activity

- Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081) Permit issued 3/18/16 to replace roof.
- Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406) Permit issued 7/31/2015 for alterations and repairs. Mechanical rough-in passed 1/6/16.
- Annapolis Yacht Club (2 Compromise St #BLD15-0840) Permit issued 1/8/16 to stabilize building due to fire damage. Building progress inspection 2/22/16.
- Annapolis Yacht Club (2 Compromise St #DEM15-0043) Permit issued 1/8/16 demolish fire damage. Fire damage demo complete. This permit being kept open until building permit is issued.
- Annapolis Yacht Club (12 Dock Street – #BLD16-0026) Replace kitchen equipment - Permit issued 4/20/2016.
- 15 West Street #BLD15-0584) Permit issued 12/10/15 for interior alterations for new tenant. Mechanical, electrical, plumbing work ongoing. Shaft wall and firestopping inspection passed 6/6/16, mechanical, electrical and plumbing work is ongoing.
- BGE Annapolis Government Relations Office (112 West Street #BLD16-0097) Tenant fit-out permit issued 4/12/2016. Building permit final inspection passed 6/3/16.
- Chart House Restaurant (300 Second Street #BLD14-0311) Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. New grease interceptor installed and passed inspection 2/19/16.
- Chart House Restaurant (300 Second Street #BLD14-0312) Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. HVAC balance report has been received. Working on final inspection punch list.
- Chick-Fil-A (2025 Somerville Road #DEM15-0020) Permit final inspection passed 5/11/16.
- Chick-Fil-A (2025 Somerville Road #GRD15-0037) Grading permit issued 2/23/16 for new Chick-Fil-A restaurant.
- Chick-Fil-A (2025 Somerville Road #BLD15-0486) Permit issued 2/23/16 for new Chick Fil-A Restaurant. Footer inspection passed 3/24/16. Slab inspection passed 4/18/16.
- City Hall (160 Duke of Gloucester Street – BLD13-0621) Permit issued 5/24/16 to add concrete pad & generator.

- City Hall (160 Duke of Gloucester Street – BLD16-0188) Permit issued 5/24/16 to replace HVAC and ductwork.
- Corner Bakery Café (2140 Forest Dr #BLD15-0772) Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16.
- Criswell Audi (1833 West Street #GRD15-0011) Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.
- Criswell Audi (1833 West Street #BLD15-0204) Permit issued 10/2/15 for new commercial building. Passed partial framing inspection 5/4/16. Work is progressing. 37 building inspections for this project to date.
- Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 #BLD15-0080) Permit issued 7/20/15 for interior alterations. Passed framing inspection 5/23/16.
- Eastport Elementary School (420 Fifth Street #GRD15-0015) Grading permit issued 9/3/15 for addition. Site last inspected 2/22/16.
- Eastport Elementary School (420 Fifth Street #BLD15-0196) Permit issued 9/3/15 for Kindergarten addition. Footers and foundation completed. Masonry walls being erected.
- Edward Neils LLC (125 West St, #202 – BLD16-0068) Permit issued 3/10/16 for tenant fit-out. Passed final inspection 4/29/16.
- Evelyn's Place (24 Annapolis Street – #BLD15-0441) Permit issued 5/24/16 for tenant fit-out for new restaurant.
- Georgetown East Elementary School (111 Dogwood Road #GRD15-0031) Grading permit issued 9/11/15 for addition. Last inspected 2/23/16.
- Georgetown East Elementary School (111 Dogwood Road #BLD14-0783) Permit issued 9/11/15 for Kindergarten addition. Partial close in inspection passed 6/7/16.
- Georgetown East Elementary School (111 Dogwood Road #BLD15-0602) Permit issued 12/02/15 for renovations to Administrative Offices. This work will start after the last day of the current school year.
- Governor Calvert House (58 State Circle #BLD15-0155 & BLD15-0156) Permit issued 6/4/15 for interior renovations to rooms and public spaces. Permit finalized 2/9/16.
- Lighthouse Bistro (202 West St #BLD15-0215) Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. More bracing and shoring has been done. Basement level is structurally complete beginning first floor construction.
- Lighthouse Shelter (10 Hudson Street #BLD16-0113). Permit issued 4/22/16 for interior alterations.

- Maynard Burgess House (163 Duke of Gloucester St #BLD13-0538) Work is complete and we are waiting on the contractor to schedule a final inspection.
- Mission Barbecue (142 Dock Street #BLD15-0816) Permit issued for demolition, structural bracing & roofing. Job is progressing.
- Mission Barbecue (142 Dock Street #BLD15-0776) Permit issued 2/19/16 for alterations for new restaurant. Framing inspections passed 4/11/16. Working on trade final inspections.
- Mission Escape Rooms (40 West St #BLD15-0849) Permit issued 1/15/16 for tenant fit-out. U&O inspection approved 5/2/16.
- North Star Management Holdings (91-93 Main St - #BLD16-0100) Building final 6/3/16
- Osteria (177 Main Street #BLD12-0932) Basement work is complete except for plumbing required for new grease interceptor. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. The grease interceptor has been approved and will start as soon as weather permits.
- The Rice Workshop (138 Main St #BLD15-0609) – Permit issued 01/28/16 for new restaurant. Demo started and plumbing ground work approved. Grease removal hood on site, trade work continuing.
- Rocky Gorge (Aris T. Allen Blvd #GRD14-0006) Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.
- Rocky Gorge (Aris T. Allen Blvd #BLD14-0252) Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- Rogue Pierogies (1825 George Avenue #BLD15-0811) Building final passed 6/6/16.
- Sailor Oyster Bar (196 West Street #BLD15-0744) – Permit issued 01/13/16 for new restaurant. Insulation inspection passed 6/7/16.
- Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078) Expand into neighboring unit. Permit issued 4/28/2016.
- Signature Promotional Products (1825 George Ave, #A,B,C,D - #BLD16-0103) Permit issued 3/29/16 for tenant fit-out. Framing inspection passed 4/6/16. Obtained Use and Occupancy 5/2/16.
- Taco Bell (1803 West St #BLD15-0531) Permit issued 10/8/15 for new fast food restaurant. U&O inspection passed 3/18/16.
- The Children's Guild (2000 Capital Drive #DEM15-0042) Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al) Job progressing. Some permits finalized. Some townhouses are under construction. Quite a few have been finalized. Job is progressing.
- Watergate Village Apartments (700 Americana Drive #BLD15-0485) Entire building repairs due to fire damage. Permit issued 4/29/2016.

- West Annapolis Elementary School (210 Annapolis Street #BLD14-0293) Permit issued 12/12/14 for addition and alterations. Ceiling close in passed 4/26/16. 88 building inspections to date.
- West Annapolis Elementary School (210 Annapolis Street #GRD14-0016) Permit issued 12/12/14 for grading for addition. They need to repair their silt fence.
- 400 & 406 Chesapeake Ave (#DEM15-0028) Permit issued 3/18/16, Demolition complete.
- 400 & 406 Chesapeake Ave (#GRD15-0042) Permit issued 3/18/16 for grading for new mixed residential and commercial building.
- 400 & 406 Chesapeake Ave (#BLD15-0557) Permit issued 3/18/16 for new building.
- 122 Main Street (GRD15-0035) Grading for new commercial building – Permit issued 2/12/2016.
- 122 Main Street (BLD15-0395) Permit issued 2/12/16 for new commercial building. Construction of new building set to start in May
- 1401 Forest Drive (#BLD15-0552) – New Car Wash Permit issued 12/10/15. Framing and insulation inspections passed 4/22/16.
- 1023 Spa Rd (Formerly Annapolis Radiator – DEM16-0007) Permit issued 3/18/16 to demolish existing building.
- 1023 Spa Rd (Formerly Annapolis Radiator – GRD14-0023) Grading permit issued 3/18/16 to remove unusable fill.
- 1801 West Street, #104 (#BLD15-0608) Permit issued 11/10/15 for alterations for new auto repair shop. Progress inspection passed 5/5/16.
- 505 Oaklawn Avenue (#GRD13-0019) Permit issued for 3/13/14 for grading associated with subdivision. Job is progressing.

Planning Activity

Comprehensive Planning

- May: Worked to finalize PALS projects and coordination for Fall 2016
- May: Coordinated Working Waterfronts stakeholder interviews for June
- May 4 and May 25: Attended AACO. MIIF study meeting
- May 12: Eastport Traffic Study Public Meeting
- May 19: Economic Matters Committee to update on Rocky Gorge
- May 24: Attended monthly BRTB meeting
- May 25: Attended Transportation Board Meeting to present Eastport Traffic Study

Current Planning

Monthly News/New Projects:

- Site Design Plan Review (SDP2016-024) for St. Lukes Church, for 1,400 ft. of stream creation, 320 ft. of living shoreline, 500 ft. of bio-swales & over 125,000 sq.ft. of native plantings, located at 1101 Bay Ridge Ave.,
- Variance (VAR2016-014) for Steve Rum, for a reduction in the front and side yard setback to construct a 2-story garage, located at 607 Creek View Dr.,
- Administrative Adjustment (ADJ2016-005) for the City of Annapolis, for minor modification to an existing special exception for the demolition of two existing buildings and the construction of an equipment panel and the relocation of existing power panels associated with the fuel pumps, located at 935 Spa Rd.,
- Site Design Plan Review (SDP2016-025) for Theodore Garrish, to construct a new power room side, addition, located at 103 Chesapeake Ave.,
- Variance (VAR2016-012) for Frank Davis, for reduction to side yard setback to allow construction of second floor addition, located at 13 German St.,
- Variance (VAR2016-013) for William Arminger, reduction to the established front yard setback and to the average waterway yard setback to construct a second floor cantilevered balcony, located at 1 Southgate Ave.,
- Zoning Text Amendment (ZTA2016-004) Ordinance O-22-16, for the purpose of prohibiting certain development projects from cutting and clearing forests within the City of Annapolis (the "City") unless a forest stand delineation and a forest conservation plan associated with such projects are in effect,
- Planned Development (PD2016-001) for RL BB ACQ II-MD RGD, LLC, for major modification to a residential planned development, Aris T. Allen Boulevard. Modification includes vehicular access to Aris T. Allen Blvd., removes vehicular access to Yawl Rd. and eliminates two dwelling units (48 to 46), located at Aris T. Allen Blvd.,

Major Planned Actions

- **Planning Commission, June 2, 2016:**

Public Hearings and Deliberations:

1. 2015 Annual Section 1-207 & 1-208 Report to the Maryland Department of Planning: Report on how many residential permits/commercial buildings/subdivisions that the City has approved in 2015,
2. ZTA2016-03, O-19-16: Traffic Impact Analysis – For the purpose of changing the threshold for when a traffic impact analysis is required from four hundred trips to two hundred trips,
3. ZTA2016-04, O-22-16: City of Annapolis Forest Conservation Act – For the purpose of prohibiting certain development projects from cutting and clearing certain forest within the City of Annapolis (the "City") unless a forest stand delineation and a forest conservation plan associated with such projects are in effect,

- **Board of Appeals, June 7, 2016:**

Public Hearings and Deliberations:

1. VAR2016-012 – Variance application by Frank and Angela Davis, to allow a second floor addition on the existing one-story footprint, and for reduction in the side yard setback, located at 13 German St.,
2. VAR2016-013 – Variance application by William G. Arminger, for a reduction to the established front yard setback and to the average waterway yard setback, in order to allow a second floor cantilevered balcony addition, located at 1 Southgate Ave.,
3. SE2016-004 – Special Exception by the Annapolis Yacht Club, to allow proposed parking and access to be located in the R2-NC zoning district, located at 321 Burnside St.

Community Development

Community Development Block Grant

Submitted FY 2017 CDBG Action Plan to HUD for approval. This document describes all the projects the city will fund with its CDBG funds. Staff completed environmental review and review request to the State Clearing House.

Staff performed other routine CDBG administrative tasks, such as processing payments to subrecipients, completing draw downs from HUD, overseeing the city's housing rehabilitation program, submitted reports, and followed up on projects.

Stanton Center Door project is completed. Architect provided plans and specifications for the floor project to Central Services for procurement.

Completed and executed a Memorandum of Understanding among Baltimore, City of Annapolis, Anne Arundel County Baltimore County, Harford County, Howard County, Housing Authority of Baltimore City, Housing Authority of the City of Annapolis, Housing Commission of Anne Arundel County, the Howard County Housing Commission, and the Baltimore Metropolitan Council to develop a Regional Assessment of Fair Housing (AFH). This assessment is required by HUD in order for the City to continue receiving its annual CDBG entitlement funding

Homeless

Submitted \$145,000 Emergency Solutions Grant application to Maryland Department of Housing and Community Development for operational expenses, Rapid-rehousing and Homeless Management Information System funds.

Attended Homeless Coalition Board Meeting.

MPDU Program

Received information from the Point which completed the project monitoring. Staff found no concerns or findings related to eligibility.

Miscellaneous

Received estimates and prepared requisitions for replacement of the “Old Fourth Ward” panel on the Clay Street neighborhood kiosk on West and West Washington Streets.

Assisted Alderman Littmann with contacting participants to participate in a work session on Hispanic issues.

Completed Housing Authority Environment Review. Sent review request to the State Clearinghouse for agency review. Attended HACA Commissioners meeting.

Historic Preservation Division

Administrative approvals issued - 16

Total estimated costs of approved applications - \$153,067.27

Private - \$153,067.27

Public - \$0

Public Hearing approvals issued - 7 (1 P.H. App. heard at April 28, Admn. Meeting - issued 5-3-16)

Total estimated costs of approved applications - \$1,556,800.00

Private - \$1,556,800.00

Public - \$0

Account Name	Allocated	Expended	Current Balance
Annapolis in Bloom	\$20,000.00	\$20,000.00	\$0.00
Arts & Entertainment Dist.	\$15,000.00	\$3,750.00	\$11,250.00
Heritage Commission	\$5,000.00	\$5,000.00	\$0.00
Annapolis Partnership	\$50,000.00	\$36,731.35	\$13,268.65
Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	\$16,721.15	\$15,942.61
HPC Consultants	\$15,000.00	\$11,170.00	\$3,830.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$14,775.28
DNR Grant	\$46,388.00	\$46,376.99	\$0.00

Economic Development

- Assisted 16 businesses to connect them with potential loans/investors, no-cost consulting, and to resolve permitting issues

- Organized and accompanied the Mayor on four business appreciation visits for Small Business Week
- Attended two Mayoral ribbon-cuttings: 1. Wind River Clothing, Maryland Avenue, 2. City Dock Re-Opening
- Assisted in conducting a Small/Minority Business Enterprise event: *Partners in Diversity*, a joint City/County resource and networking event held at the Loew's Hotel, resulting in approximately 130 attendees; County Executive Steve Schuh, Alderwoman Rhonda Pindell-Charles, Hollis Minor, and Consuella Caudill among speakers
- Conducted a downtown Vacancy Study and produced a Summary Report for the Mayor
- Attended two Economic Development Conferences
 - o 3-day Maryland Economic Development Association 2016 Annual Conference: *The Economic Dynamics of Live, Work & Play*
 - o 4-day National Main Streets Center Conference: *Main Street Now*
- Participated in 44 meetings and events with city departments and business support organizations to:
 - o Assist in aligning the Annapolis Partnership's mission, bylaws and committees to best optimize impact to the City in the near-term, as well as reflect long-term goals
 - o Continue to monitor the Itinerant Merchants legislation, including associated fees, and provide support as needed
 - o Continue to develop a "Doing Business in Annapolis" manual for businesses that want to locate in the City
 - o Continue to monitor and support the Use & Occupancy and Sidewalk Café permit fees amendments to provide micro and small businesses more opportunity to compete
 - o Coordinate to better align business development, events and marketing strategies with AAEDC, AAACCC, Maryland Department of Commerce, Anne Arundel Workforce Development, SCORE/SBDC, VAAAC and other leaders from all of the City's business districts
 - o Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) six studies/initiatives underway, each of which has economic development impacts
 - BEACON Market Assessment Study re: Crystal Spring
 - Historic and Cultural Heritage Assessment
 - Sea Level Rise (SLR) Charrette
 - West Street Sector Study
 - Working Waterfronts Maritime Marketing
 - PAL Citywide Economic/Land Use Inventory/Analysis (meetings with UMD to finalize Study scopes)

Recreation and Parks

Recreation

- The Stanton Center held two events this month that recognized and congratulated the children for their efforts in their after school learning programs. The "STAIR" graduation event was on May 12th and the "Get Smart" Banquet was held on May 27th with Alderwoman Rhonda Pindell-Charles giving greetings to the attendees.

- Stanton Center Manager, Archie Trader attended the Maryland Emergency Management Agency (MEMA) Conference in Ocean City on May 31st–June 3rd.
- The Stanton Center received new interior and exterior doors - funding was supplied through the Community Development Block Grant.
- Department was presented with a “Preservation Community Choice Award” from Preservation Maryland for the work done on “Walk Parole”. The entire team of staff and volunteers involved in the event were presented with individual awards.
- The Truxtun Park Pool will open weekends starting June 4th and open everyday starting June 18th
- Men’s Summer Basketball Registration is completed. Games begin June 14th .
- Arrangements are completed for all summer camps and classes. Camps begin June 20th.
- Spring Dance Classes Recital was held at Maryland Hall on May 21st with 500 attendees.
- The first of a series of 3 courses on Maryland Safe Boating were held in May.
- “Trash & Treasures” – outdoor community wide yard sale was held on May 7th.
- "Step It Up Kids"- a partnership between Recreation and Parks, the Junior League and Box of Rain Foundation on Saturdays in April and May. Youth were walked to the Pip Moyer Recreation Center by community volunteers and Box of Rain youth counselors, where Certified Personal Trainer Leigh Macey and volunteers introduce them to the benefits of incorporating physical activity and good nutrition into daily life.
- 2016 Truxtun Youth Triathlon (10th Annual) will take place June 19th.

Parks

- Repairs to the Truxtun Pool parking lot have been completed.
- Hosted the Capital Hoops Basketball Tournament on Memorial Day weekend at Pip Moyer Recreation Center. Teams from the Pennsylvania, Maryland, Virginia region participated.
- Hosted the Brendo Martial Arts tournament during May at Pip Moyer Recreation Center.
- Pip Moyer Recreation Center (PMRC) Facility Supervisor, Rodney Dillard attended the MEMA conference May 31-June 3rd.
- Member Services Supervisor implemented a Customer Service Training on May 21st for all Front Desk Staff at Pip Moyer Recreation Center.
- Parks Maintenance staff has partnered with nearby residents at Lafayette Park and College Creek Park, who have volunteered to help beautify portions of these parks.
- A new memorial plaque was installed on a bench on Main Street.
- The Art in Public Places Commission (AIPPC) has added an intern to research Public Art in other cities throughout Maryland and Virginia.
- The AIPPC will be conducting "Let's Talk Art" meetings at locations across the City to get input from residents on Public Art in Annapolis.
- The AIPPC has partnered with Reynold's Tavern to show four art themed movies this summer.

Harbormaster

- A Department of Natural Resources Grant Funded mooring project was completed in May. The 40 moorings in the front harbor were replaced and realigned - providing better access to the waterway channel into City Dock.

- A second Department of Natural Resources Grant Funded mooring maintenance project was also completed in May. The 31 moorings on the south side of the Eastport Bridge are received new chain, shackles and buoys (as needed). Also, 5 moorings in Back Creek received new chain, shackles and buoys.
- Successfully coordinated the Commercial Vessel Zone in conjunction with the U.S. Coast Guard for the Blue Angels Show during Commission Week. This enabled large volume vessels to bring spectators to view the Blue Angels Show.

Transportation

Activity Report

Parking

Table 1a. Parking Garages – Revenue and Vehicles Parked, May 2016

Garage/Lot	Revenue	Vehicles Parked
Gotts	\$151,267.00	14,367
Hillman	\$232,123.00	22,403
Knighton	\$38,134.00	5,218
Park Place	\$122,712.49	9,692
South Street Lot	\$10,412.00	1,252
Larkin Street Lot	\$11,250.00	50
Total	\$565,898.49	52,982

Table 1b. On-Street Parking, May 2016

Citations	2,091
Revenues	\$654,953

Transit Operations

Service Hours in May 2016: 4,933 hours

Transit ridership to date (July 2015 to May 2016): 413,469, a reduction of 25.72% compared to 556,643 for the same period in FY 2015 (see Figure 1).

Monthly ridership and revenue by route are found in Tables 2 and 3.

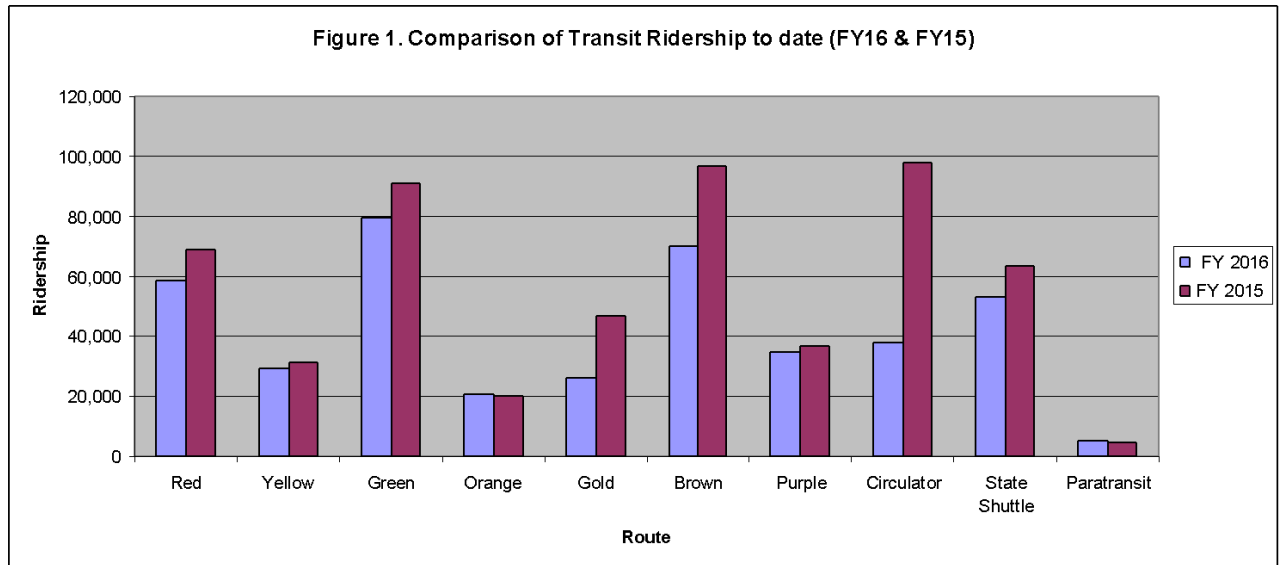


Table 2. May 2016 Unlinked Passenger Trips

Route	May 2016	May 2015	% Change
Red	4,339	5,370	-19.20%
Yellow	2,618	2,638	-0.76%
Green	5,575	7,791	-28.44%
Orange	1,394	1,553	-10.24%
Gold	1,939	3,156	-38.56%
Brown	5,120	7,533	-32.03%
Purple	2,825	3,496	-19.19%
Circulator	2,544	3,936	-35.37%
State Shuttle	2,819	3,776	-25.34%
Paratransit	415	382	8.64%
Total	29,588	39,631	-25.34%

Table 3. May 2016 Farebox Revenue

Route	May 2016	May 2015	% Change
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Red	\$6,866	\$7,564	-9.23%
Yellow	\$1,603	\$1,650	-2.85%
Green	\$10,298	\$11,270	-8.62%
Orange	\$2,255	\$2,643	-14.68%
Gold	\$2,512	\$3,214	-21.84%
Brown	\$9,630	\$10,125	-4.89%
Purple	\$3,263	\$4,131	-21.01%
Circulator	\$3,372	\$4,420	-23.71%
State Shuttle**	\$717	\$774	-7.36%
Paratransit	\$825	\$580	42.24%
Total	\$41,341	\$46,371	-10.85%

**Excludes fares from State employees

Overtime and Leave (sick, vacation personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period May 5, 2016 through June 1, 2016.

Division	Overtime	Leave (sick, vacation and personal, etc)
Parking Enforcement Officers & Parking Meter Technicians	68 hours	180 hours
Transit Vehicle Operations – Bus Operators only	254.5 hours	600 hours
Transit Supervision	48 hours	8 hours
Vehicle Maintenance	21 hours	16 hours